

MINUTES of the **ORDINARY MEETING OF STANLEY TOWN COUNCIL**
 Held at **Stanley Civic Hall** on **Tuesday 26th March 2019** at **6.30pm**

PRESENT: A Clegg G Binney C Hampson* H Clark M Davinson
 B Nair C Marshall D Marshall J McMahon J Nicholson
 J Pallas J Stephenson L Timbey D Tully G Wilkinson
 J Tully

*Chairman

OFFICERS: Alan Shaw (Town Clerk)
 Nicola James (Senior Administration Officer)
 Alan Tubman (Deputy Town Clerk)
 James Harper (Operations Manager)

IN ATTENDANCE: Sgt D Clark & Insp D Stewart

261 **APOLOGIES FOR ABSENCE**

Apologies from Cllrs C Bell, L Christie, J Clark & J Kane were accepted by Council.

262 **DECLARATIONS OF INTEREST**

None.

263 **TOWN MAYOR'S ANNOUNCEMENTS**

The Town Mayor noted the appointments he had attended since the last Full Council meeting:

- Brandon & Byshottles Parish Council Civic Charity Evening

The Town Clerk reminded Members to wait until recognised by the Town Mayor and to stand when speaking. He announced that the meeting was being recorded by STC and that mobile phones should be switched off or turned to silent.

264 **LEADER'S STATEMENT**

Cllr D Marshall noted that he was delighted at how many people turned up for the Town Meeting. He was happy at how successful it was. The meeting covered topics such as the Medium Term Plan, Neighbourhood Wardens, community activities, funding projects, quality council status, Play in the Park and Blooming Good Fun. He noted that Risk Management training will be arranged soon and he hoped all members would attend.

265 **PUBLIC PARTICIPATION**

There were no written questions and no questions from the floor.

266 CONFIRMATION OF MINUTES

It was proposed by Cllr D Marshall, seconded by Cllr L Timbey and **RESOLVED** that the minutes of the Ordinary Council meeting held on 26th February 2019 be approved as a correct record and signed by the Deputy Town Mayor.

267 COMMITTEE MINUTES

It was proposed by Cllr D Marshall, seconded by Cllr M Davinson and **RESOLVED** that Council **RECEIVE** the minutes of the Finance & General Purposes Committee held on 13th March 2019.

268 ROAD SAFETY VISOR

It was proposed by Cllr D Marshall, seconded by Cllr B Nair and **RESOLVED** that Cllr C Marshall will liaise with highways to look at risk assessments to progress the installation of the equipment and check that the funding provided from Stanley AAP will roll into 2019-20.

269 LOUISA MORRISON MEMORIAL

It was proposed by Cllr J Stephenson, seconded by Cllr B Nair and **RESOLVED** that the Council will install an interpretation board in Annfield Plain Park to celebrate the heritage rather than commission a replica stone. Jack Hair should be requested to be involved.

270 POLICY WORKING GROUP

It was proposed by Cllr L Timbey, seconded by Cllr B Nair and **RESOLVED** that the following policies be **APPROVED** and **IMPLEMENTED** on 1 April 2019:

- (i) Attendance Management Policy
- (ii) Disciplinary Policy
- (iii) Code of Values, Behaviours and Conduct
- (iv) Managing Employee Performance
- (v) Resolution Policy
- (vi) Mental Wellbeing Toolkit

Cllr C Marshall noted that he is pleased that these policies, some new, are being introduced. It is important to run the Council legally and morally. He was alarmed that they weren't in place before now.

271 EVENTS WORKING GROUP

The Town Clerk noted that the Miners Sunday event and Play in the Park are progressing well. There are concerns with Armed Forces Day however Scott Hillary is working on this.

272 CIVIC HALL WORKING GROUP

The Town Clerk noted that the Civic Hall Working Group has a lot to look at.

Cllr D Marshall was pleased that the staff had provided an information sheet for each show. Relevant information will come to Council. The Working Group will look at the Cinema next and will come back with some ideas.

It was proposed by Cllr C Marshall, seconded by Cllr M Davinson and **RESOLVED** that Creo Communications be instructed to:

- (i) Develop a brochure to market weddings;
- (ii) Develop a leaflet to publicise the offer of the Civic Hall for other types of business;
- (iii) Use the design collateral from these tasks to develop a new website for the Civic Hall and future social media campaigns.

273

COUNCIL ACTIONS UPDATE

The Town Clerk provided the following action updates:

- (i) Finance Officer Vacancy - this will be discussed at the April Finance and General Purposes Committee meeting
- (ii) Strategic Grant Fund - the policy has been adopted and information will be on the website at the end of the week. The Finance Committee will decide on the panel at the April Committee meeting
- (iii) Heritage Plaque - the plaque has been ordered and contractor is to be arranged
- (iv) Panto - this was discussed at the Civic Hall Working Group, and it was decided it was too late to organise a Panto for 2019.
- (v) War Memorial - the Deputy Town Clerk will bring a report forward soon

It was **RESOLVED** that the Town Clerk would implement a programme to bring forward reports and reviews on the services that it funds / provides.

The Town Clerk noted that the vehicle to be used by the Neighbourhood Wardens has arrived and will be live next week once the radio has been installed. The other vehicle is still with the manufacturers.

274

DATE, TIME AND VENUE OF NEXT MEETING

Tuesday, 23rd April 2019, 6.30pm, Civic Hall, Stanley

MINUTES of the **FINANCE AND GENERAL PURPOSES COMMITTEE MEETING OF STANLEY TOWN COUNCIL** held at Stanley Civic Hall on Wednesday 10th April 2019 at 6.30pm

PRESENT: Cllr M Davinson* Cllr A Clegg Cllr C Hampson Cllr G Binney
Cllr D Marshall Cllr J Nicholson Cllr J Clark Cllr J Stephenson
Cllr D Tully Cllr J Tully Cllr H Clark

*Chairman

OFFICERS: Alan Shaw (Town Clerk)
Nicola James (Senior Administration Officer)
Alan Tubman (Deputy Town Clerk)
James Harper (Operations Manager)

ABSENT: Cllr L Christie

275 **APOLOGIES FOR ABSENCE**

Apologies from Cllrs C Bell, B Nair, J Kane, C Marshall, J McMahon, J Pallas, G Wilkinson & L Timbey were accepted by Committee.

276 **DECLARATIONS OF INTEREST**

None.

277 **PROCEDURAL AND APPROPRIATE ANNOUNCEMENTS FROM THE CHAIR**

The Town Clerk reminded Members to turn their mobile phones off or switch them to silent. The meeting was being recorded by the Council.

278 **PUBLIC PARTICIPATION**

None.

279 **CONFIRMATION OF MINUTES**

It was proposed by Cllr Alex Clegg, seconded by Cllr Jeanette Stephenson and **RESOLVED** that Committee **APPROVE** the minutes of the Finance and General Purposes meeting held on 13th March 2019. The Chair signed them as a correct record.

280 ACCOUNTS FOR PAYMENT & BANK RECONCILIATION

The Town Clerk noted that the VAT and Gross columns have been taken out of the Schedule of Payments and only shows the actual income and expenditure.

Members requested to see a VAT return quarterly at Committee.

It was **RESOLVED** that the Committee **APPROVE** the payment of accounts and **NOTE** the Bank Reconciliation for March 2019.

281 BUDGET MONITORING

The Town Clerk noted that the full figures would be made available for Full Council and will be signed off once the internal auditor has received them at the AGM.

Members **NOTED** the Year to Date Expenditure Budget Report and the Budget Monitoring Report.

282 FUNDING STRATEGY

It was proposed by Cllr D Marshall and seconded by Cllr A Clegg that the following Cllrs be nominated to sit on the following panels

Stanley Fund - J Stephenson, G Binney & H Clark

Strategic Grant Fund - J Stephenson, G Binney, J McMahon, L Timbey, G Wilkinson & H Clark

It was proposed by Cllr D Tully and seconded by Cllr J Nicholson that there should be 7 Cllrs sitting on the Strategic Grant Fund panel, 1 Member from each ward.

Following a tied vote, the Chairman made his casting vote and it was **RECOMMENDED** to Full Council that Cllr D Marshall's motion be approved. Cllr H Clark requested to be removed from the Strategic Grant Fund panel, and was subsequently replaced with Cllr J Tully.

Committee agreed that the tenure of these appointments be bi-annual.

283 FINANCE OFFICER

Following a discussion, it was proposed by Cllr D Marshall, seconded by Cllr A Clegg and **APPROVED** that the Finance Officer role become full time, **RECOMMENDED** that Full Council approve the job description and **APPROVED** that the Town Clerk could advertise the role on North East Jobs.

It was proposed by Cllr D Marshall, seconded by Cllr A Clegg and **RESOLVED** that there be no member involvement in the recruitment and selection.

284 APPRENTICES

It was proposed by Cllr J Stephenson, seconded by Cllr C Hampson and **RESOLVED** that two apprenticeships be created and that officers look into match funding opportunities. Information should be brought back to Full Council.

285 EVENTS WORKING GROUP

The Committee **NOTED** the minutes of the meeting. The Chairman advised that the next meeting of the Working Group was Thursday 11th April and further details will be provided after.

286 CIVIC HALL WORKING GROUP

The Committee **NOTED** the minutes of the working group and that a structural engineer / designer be consulted to propose ideas for developing office space, the box office, the bar area, the coffee shop and the rehearsal rooms.

287 COMMITTEE ACTIONS UPDATE

The Town Clerk noted the following updates:

- i. Telephone and Broadband - The Deputy Town Clerk will provide a further report to Full Council.
- ii. Risk Management Training - Committee decided that the 7th May be set for the training.
- iii. Policy Working Group - The next meeting is 26th April.
- iv. Front Street Beacon Event - To be looked at by the Events Working Group.
- v. War Memorials - The Deputy Town Clerk is working on follow up actions following the last Full Council meeting.
- vi. Local Council Award Scheme - The Senior Administration Officer is progressing.
- vii. Accounts for Payment - New reports included with this agenda
- viii. Environmental Projects Working Group - Membership to be picked at Full Council.
- ix. Defibrillator - This is being installed at PACT House on Thursday 11th April.

It was proposed by Cllr D Marshall, seconded by Cllr A Clegg and **RESOLVED** that the Town Clerk publicise the one police / warden vehicle we currently have live.

288 DATE, TIME AND VENUE OF NEXT MEETING

Wednesday 15th May 2019, 6.30pm, Stanley Civic Hall.



Stanley
Town
Council

Christmas Lights

Report into the current situation with the Town Councils Christmas Lights and the potential role out of the scheme to the surrounding villages

Current Situation

1. Current installations

The Town Council currently has Christmas Lights in a number of trees in and around the town centre including:

- Civic Hall
- Walkway to Louisa Centre
- Behind/top of Front Street
- Front Street
- Bottom of Front Street, St Josephs
- Bottom of Front Street, The Royal

The lights are fitted to the trees all year round, and turned on when required. Currently they are not individually metered.

In the past the lights have been run directly from the Street Light Columns, with a voltage transformer which drops the voltage from 240 to 24 volts. Durham County Council have informed us that this is not going to be allowed in the future and each set of lights will need its own designated supply from a metered kiosk, connected to the mains supply.

This will require work to install the supplies and kiosks, which in turn will then supply the individually metered power to the trees at the required 24volts. It will also be arranged to connect the trees to the kiosks with a tamper proof supply to enhance public safety.

Durham County Council are currently working with Northern Power Grid to arrange for a quotation for installation of the kiosks and connections to the existing sites. Once this quotation has been received, works can be carried out to upgrade the supplies, and in addition this will establish the available budget for new installations in 2019/20

2. Proposed Installations

The cost of having this essential work carried out, to install the kiosks and supplies, will have an impact on the budget for 2019/20 and therefore an impact on how many new schemes we can bring on line, both by a reduction in the overall budget available and also making each potential new sites more expensive than originally thought.

An exercise was previously carried out by James Harper to look into potential new sites in 2018. The findings from this exercise together with a consultation exercise with members as well as a recent review of the area has helped us produce a list of potential locations throughout the whole Town Council Area.

It is important when looking at proposed sites that the full impact of the potential location is taken into consideration to maximise value of the lights for residents and the town. Similarly, we will also need to take advice from Durham County Council over the cost of installing the supplies in addition to any issues dressing the trees.

The option of lighting up the trees on the roundabouts at both ends of the town was considered but following brief consultation with Durham County Council, it was estimated that this would be extremely costly.

It would not be possible to put up lights in all the sites identified as potential locations, similarly there may be issues with these locations which would deem them unsuitable and the list is by no means exhaustive as there may be additional locations not identified. It is important however that the list, which is appended to this report is assessed and a manageable shortlist produced to allow further more detailed assessment of the sites.

3. Christmas Tree/Centre piece

For a number of years Stanley Town Council has had its own electronic Christmas tree, which is installed annually in the centre of the town and officially turned on as part of the Christmas event. The tree is installed by DCC and at the end of the season removed to storage.

In 2018, the tree required an amount of maintenance prior installation, and if it is to be used again in 2019 it will need to be fully tested and potentially serviced/redressed prior to installation, again at a cost to the budget.

An alternative option could be to utilise the Town Council Beacon as part of the overall lighting display in the town, by dressing it with lights, however this will have to be assessed in line with it's primary function in remembrance events.

4. Budget Considerations

The 2019/20 budget for the Christmas lights was set at £17,854 with additional matched contribution taking the overall budget to £34,000.

We are currently still waiting for the cost of upgrading current the sites, through the installation of kiosks and new connections to the trees/lights, and this will reduce budget available for new installations.

Assessment of potential sites will include an assessment of the cost of the installation of the supply, including kiosk, as well as the cost of lights and dressing the trees.

The centrepiece of the Christmas decorations will also need to be determined, with a potential cost to servicing the existing tree or dress the Beacon being required.

5. Recommendation

The following are recommendations on how to progress the Christmas Lights scheme for 2019/20

- (i) That Christmas Lights is delegated to a working group, either a working group set up specifically to deal with Christmas Lights or the existing Events Working Group.
- (ii) The list of potential sites is developed into a shortlist in order to get an assessment done of the potential and cost of each site.
- (iii) A decision is made regarding the centre piece of the Christmas Lights and if the existing tree is to be retained.

Report Author

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Stanley Town Council

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APPENDIX

	WARD	LOCATION	COMMENT	SHORT LIST Y/N
1	Stanley Hall/ Havannah	ASDA Roundabout		
2	Stanley Hall/ Havannah	Library Roundabout		
3	Stanley Hall	Wear Road/ Landseer Close		
4	Stanley Hall	Durham Road		
5	Craghead & South Stanley	“Miners Lamp” Durham Road/ Middles Road		
6	Craghead & South Stanley	“The Punch Bowl” Junction		
7	South Moor	Entrance to Quaking Houses		
8	South Moor	“The Arch Club” Top South Moor Traffic Lights		
9	South Moor	Oxhill Nursery A693 approach to Stanley		
10	Annfield Plain	(opposite) “The Coach and Horses” West Road		
11	Annfield Plain	Greencroft Annfield Place/ West Road		
12	Annfield Plain	North Road Annfield Plain Community Centre		
13	Catchgate	North Road, Corner beside, One Stop Shop		
14	Tanfield	“The Oak Tree” (opposite) Tantobie		

	WARD	LOCATION	COMMENT	SHORT LIST Y/N
15	Tanfield	Tanfield Village Centre		
16	Tanfield	Tanfield Lea, Junction, Village Centre		
17	Tanfield	"Tanfield Lea Club" Beside/Epworth		
18	Tanfield	"Tanfield Lea Club" Opposite/West Leigh		
19	Tanfield	Entrance Broomhill/Whinside Estate		
20	Havannah	Barn Hill Opposite Oakies Field		
21	Havannah	Barn Hill Top roundabout Church Bank		
22	Stanley Hall	"Hilltop" junction Shield Row/East Stanley		
23	Stanley Hall	East Stanley Traffic Lights/ Junction		
24	Stanley Hall	East Stanley Chester Road/ School House		
25	Stanley Hall	East Stanley, Approach Junior School		
26	Havannah	North Durham Academy (opposite)		

**Stanley Town Council 2018-19
Annual Budget - By Centre**

Note: ITEM 11 ATTACHMENT D 2018/19 Interim Outturn Position

	<u>Last Year</u>		<u>Current Year</u>			<u>Next Year</u>			
	Budget	Actual	Total	Actual YTD	Projected	Committed	Agreed	EMR	Carried Forward
101	<u>Stanley Town Council</u>								
1075	0	785	0	0	0	0	0	0	0
	0	785	0	0	0	0	0	0	0
	Total Income								
4000	154,582	148,617	143,550	116,255	115,675	0	157,292	0	0
4008	2,000	1,450	2,000	675	1,000	0	1,915	0	0
4009	300	0	300	237	300	0	300	0	0
4010	1,500	1,789	1,500	1,962	1,962	0	2,100	0	0
4012	650	0	1,000	565	600	0	600	0	0
4013	250	0	1,000	4,608	3,948	0	1,000	0	0
4014	150	0	150	0	0	0	150	0	0
	159,432	151,856	149,500	124,302	123,485	0	163,357	0	0
	(159,432)	(151,071)	(149,500)	(124,302)	(123,485)		(163,357)		
	Overhead Expenditure								
	Movement to/(from) Gen Reserve								
105	<u>Office Accommodation</u>								
4054	8,000	2,518	8,000	0	0	0	0	0	0
4061	0	3,000	13,738	4,750	4,750	0	3,500	0	0
4065	250	8	250	0	0	0	0	0	0
	8,250	5,526	21,988	4,750	4,750	0	3,500	0	0
	(8,250)	(5,526)	(21,988)	(4,750)	(4,750)		(3,500)		
	Overhead Expenditure								
	Movement to/(from) Gen Reserve								
110	<u>Administration</u>								
1050	0	1,056	0	1,335	0	0	0	0	0

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Annual Budget - By Centre

Note: ITEM 11 ATTACHMENT D 2018/19 Interim Outturn Position

	<u>Last Year</u>		<u>Current Year</u>			<u>Next Year</u>			
	Budget	Actual	Total	Actual YTD	Projected	Committed	Agreed	EMR	Carried Forward
Total Income	0	1,056	0	1,335	0	0	0	0	0
4054 Insurance	4,000	3,956	4,000	3,963	3,963	0	3,500	0	0
4065 Repairs & Maintenance	0	0	0	0	0	0	0	0	0
4073 Health and Safety	0	0	0	279	350	0	450	0	0
4077 Licences	0	475	0	509	480	0	500	0	0
4100 Telephones	300	300	300	300	300	0	0	0	0
4101 Mobile Phones	500	451	500	210	185	0	200	0	0
4102 Stationery	750	688	750	693	334	0	700	0	0
4103 Publications	100	0	100	29	100	0	100	0	0
4104 Postage	900	235	700	247	167	0	250	0	0
4105 Photocopying	600	781	600	784	631	0	600	0	0
4106 Subscriptions	4,400	4,129	4,400	5,055	5,050	0	4,500	0	0
4110 Audit External	2,100	2,000	2,100	2,000	2,000	0	2,000	0	0
4111 Audit Internal	1,200	1,400	1,500	1,800	1,750	0	1,500	0	0
4112 Professional Fees	2,000	13,610	10,000	11,829	11,715	0	7,500	0	0
4114 Refreshments	200	90	200	0	0	0	100	0	0
4120 IT - Antivirus	100	16	80	0	0	0	90	0	0
4121 IT - Website Support	100	75	100	0	100	0	393	0	0
4122 IT - Email Maintenance	2,200	2,986	2,200	3,199	2,458	0	2,000	0	0
4123 IT - Support & Maintenance	4,000	1,108	4,000	990	914	0	2,000	0	0
4124 IT - Equipment	2,000	1,843	2,000	287	1,800	0	1,800	0	0
4125 IT - Software	500	1,622	800	1,189	1,374	0	800	0	0
4999 Bank Charges	1,250	1,661	2,000	813	743	0	1,000	0	0

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Annual Budget - By Centre

Note: ITEM 11 ATTACHMENT D 2018/19 Interim Outturn Position

	<u>Last Year</u>		<u>Current Year</u>			<u>Next Year</u>			
	Budget	Actual	Total	Actual YTD	Projected	Committed	Agreed	EMR	Carried Forward
4801 Annual Parish Meeting	150	0	150	35	150	0	150	0	0
4802 Other Meetings	250	1,915	1,000	0	250	0	1,000	0	0
4803 Chairmans Fund	5,000	2,108	2,000	2,138	2,000	0	2,000	0	0
4804 Freedom of the Town Award	250	0	0	0	0	0	0	0	0
4805 Chairmans Awards	0	0	3,000	1,968	2,165	0	2,500	0	0
4806 Discretionary Room Hire	0	0	0	9,738	10,290	0	8,000	0	0
4808 Election Costs	32,000	32,149	0	12,579	12,580	0	0	0	0
Overhead Expenditure	40,150	39,097	8,850	26,508	27,557	0	15,350	0	0
Movement to/(from) Gen Reserve	(40,150)	(39,097)	(8,850)	(26,508)	(27,557)		(15,350)		
300 Services									
4300 Environmental Services	67,500	64,300	19,129	4,106	4,106	0	0	0	0
4301 Tractors	0	50	0	0	0	0	0	0	0
4305 Front Street Regeneration	0	0	4,661	0	0	0	0	0	0
4310 Crime Prevention Initiatives	7,000	0	0	0	0	0	0	0	0
4312 Police Cars - Contribution	7,000	7,000	10,500	10,500	10,500	0	10,500	0	0
4313 Mini Police	4,400	0	0	0	0	0	0	0	0
4321 Detached Youth Project	30,000	30,000	30,000	30,000	30,000	0	30,000	0	0
4322 Road Safety Initiatives	3,000	301	0	0	0	0	0	0	0
4323 Defibrillators	2,000	0	0	1,648	0	0	0	0	0
4324 Money Advice Service	30,000	30,000	50,000	57,500	57,500	0	50,000	0	0
Overhead Expenditure	150,900	131,651	114,290	103,754	102,106	0	90,500	0	0
Movement to/(from) Gen Reserve	(150,900)	(131,651)	(114,290)	(103,754)	(102,106)		(90,500)		

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Annual Budget - By Centre

Note: ITEM 11 ATTACHMENT D 2018/19 Interim Outturn Position

	<u>Last Year</u>		<u>Current Year</u>				<u>Next Year</u>		
	Budget	Actual	Total	Actual YTD	Projected	Committed	Agreed	EMR	Carried Forward
<u>305</u>	<u>PACT House</u>								
4049	8,000	8,000	8,000	8,000	8,000	0	8,000	0	0
4054	200	322	200	312	200	0	200	0	0
4112	0	1,175	0	250	0	0	0	0	0
	8,200	9,497	8,200	8,562	8,200	0	8,200	0	0
	(8,200)	(9,497)	(8,200)	(8,562)	(8,200)		(8,200)		
	Overhead Expenditure								
	Movement to/(from) Gen Reserve								
<u>307</u>	<u>AP Community Room</u>								
1060	2,000	0	1,500	440	150	0	500	0	0
	2,000	0	1,500	440	150	0	500	0	0
	Total Income								
4050	500	332	400	360	360	0	500	0	0
4051	300	0	300	0	0	0	0	0	0
4052	300	353	300	429	300	0	500	0	0
4053	564	579	550	737	538	0	650	0	0
4054	350	0	350	0	0	0	0	0	0
4065	500	159	500	77	200	0	200	0	0
4112	500	0	500	0	0	0	0	0	0
	3,014	1,424	2,900	1,602	1,398	0	1,850	0	0
	(1,014)	(1,424)	(1,400)	(1,162)	(1,248)		(1,350)		
	Overhead Expenditure								
	Movement to/(from) Gen Reserve								
<u>310</u>	<u>Warden Service</u>								
4116	0	0	54,227	55,451	40,716	0	54,288	0	0
	0	0	54,227	55,451	40,716	0	54,288	0	0

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Annual Budget - By Centre

Note: ITEM 11 ATTACHMENT D 2018/19 Interim Outturn Position

	<u>Last Year</u>		<u>Current Year</u>			<u>Next Year</u>			
	Budget	Actual	Total	Actual YTD	Projected	Committed	Agreed	EMR	Carried Forward
Overhead Expenditure	0	0	54,227	55,451	40,716	0	54,288	0	0
Movement to/(from) Gen Reserve	0	0	(54,227)	(55,451)	(40,716)		(54,288)		
Events									
4400 Music Festival	5,000	0	0	0	0	0	0	0	0
4401 Firework Festival	15,000	10,000	10,000	10,000	10,000	0	10,000	0	0
4402 Christmas Festival	10,000	9,952	0	0	0	0	0	0	0
4405 Blooming Good Fun	1,500	1,519	0	0	0	0	0	0	0
4407 Play in the Park	15,000	14,689	0	0	0	0	0	0	0
4410 Remembrance Services	400	510	500	388	500	0	2,000	0	0
4411 WW1 Commemoration	5,000	0	0	0	0	0	0	0	0
4412 Armed Forces Day	4,000	4,443	0	0	0	0	0	0	0
4413 Moria-Con	5,000	3,598	0	0	0	0	0	0	0
4418 Older People's Entertainment	1,000	850	0	0	0	0	0	0	0
4419 Other Events	0	-676	0	0	0	0	0	0	0
4420 Blue Plaque Scheme	1,200	448	1,200	0	1,200	0	500	0	0
4421 Events (External)	0	0	40,000	38,774	40,000	0	45,000	0	0
4423 Heritage Projects	5,825	3,386	5,000	9,777	6,500	0	5,000	0	0
4424 West Stanley Memorial	400	308	400	101	400	0	400	0	0
4426 Miners Sunday	0	0	0	0	0	0	10,000	0	0
4439 Christmas Decorations	23,000	22,779	18,000	28,610	38,520	0	17,854	0	0
Overhead Expenditure	92,325	71,806	75,100	87,650	97,120	0	90,754	0	0
Movement to/(from) Gen Reserve	(92,325)	(71,806)	(75,100)	(87,650)	(97,120)		(90,754)		

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Stanley Town Council 2018-19
Annual Budget - By Centre

Note: ITEM 11 ATTACHMENT D 2018/19 Interim Outturn Position

	<u>Last Year</u>		<u>Current Year</u>			<u>Next Year</u>			
	Budget	Actual	Total	Actual YTD	Projected	Committed	Agreed	EMR	Carried Forward
350	<u>Environmental Services</u>								
1041	0	0	0	1,054	0	0	0	0	0
	0	0	0	1,054	0	0	0	0	0
	Total Income								
4000	0	0	91,889	88,452	88,300	0	93,538	0	0
4009	0	0	2,000	1,436	639	0	600	0	0
4058	0	0	2,700	491	1,500	0	1,500	0	0
4065	0	0	2,000	1,592	2,000	0	2,000	0	0
4066	0	0	5,000	5,003	1,206	0	3,500	0	0
4130	0	0	0	5,463	5,430	0	3,200	0	0
4131	0	0	6,000	2,571	2,900	0	2,500	0	0
4132	0	0	2,200	1,804	2,200	0	2,200	0	0
4133	0	0	5,000	2,202	3,000	0	3,000	0	0
4134	0	0	0	0	0	0	6,500	0	0
	0	0	116,789	109,012	107,175	0	118,538	0	0
	0	0	(116,789)	(107,958)	(107,175)		(118,538)		
	Overhead Expenditure								
	Movement to/(from) Gen Reserve								
400	<u>Grants</u>								
4500	70,000	68,753	70,000	68,266	70,000	0	0	0	0
4502	55,153	42,046	0	15,473	0	0	35,000	0	0
4504	0	0	15,000	0	0	0	0	0	0
4505	0	0	0	0	0	0	50,000	0	0
	125,153	110,800	85,000	83,739	70,000	0	85,000	0	0
	Overhead Expenditure								

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Stanley Town Council 2018-19
Annual Budget - By Centre

Note: ITEM 11 ATTACHMENT D 2018/19 Interim Outturn Position

	<u>Last Year</u>		<u>Current Year</u>			<u>Next Year</u>			
	Budget	Actual	Total	Actual YTD	Projected	Committed	Agreed	EMR	Carried Forward
Movement to/(from) Gen Reserve									
	(125,153)	(110,800)	(85,000)	(83,739)	(70,000)		(85,000)		
450 <u>Facilities Management</u>									
4000 Direct Salaries	0	0	108,979	93,502	90,600	0	114,450	0	0
Overhead Expenditure									
	0	0	108,979	93,502	90,600	0	114,450	0	0
Movement to/(from) Gen Reserve	0	0	(108,979)	(93,502)	(90,600)		(114,450)		
500 <u>Civic Hall</u>									
1000 Ticket Sales Retained	30,000	27,904	25,000	0	0	0	2,500	0	0
1002 Ticket sales ret'd- Ext shows	0	5,166	0	3,180	3,366	0	0	0	0
1005 Ticket Sales Non Retained	0	71,709	0	50,396	34,700	0	0	0	0
1010 Hall Hire	70,000	61,111	70,000	48,817	42,048	0	50,000	0	0
1012 Civic Players etc-Fees, Subs,	16,700	5,722	0	8,848	8,883	0	0	0	0
1013 DCC Recharges	1,760	1,760	1,760	2,394	1,760	0	1,760	0	0
1026 Table packages etc	0	1,074	500	2,986	2,986	0	4,000	0	0
1028 Resale Items	0	833	500	0	20	0	500	0	0
1029 Recharged buffet, disco etc	0	2,550	2,500	3,094	3,500	0	3,000	0	0
1031 PRS income	0	40	150	980	266	0	50	0	0
1032 Recharged technical	0	717	1,000	12	0	0	1,000	0	0
1061 Rent Income - Town Council	0	3,000	0	3,000	3,000	0	3,500	0	0
1081 Donations	0	3,666	0	0	0	0	0	0	0
1091 Art Work Sales	150	4	15	9	9	0	0	0	0
Total Income	118,610	185,255	101,425	123,715	100,538	0	66,310	0	0

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Annual Budget - By Centre

Note: ITEM 11 ATTACHMENT D 2018/19 Interim Outturn Position

	<u>Last Year</u>		<u>Current Year</u>				<u>Next Year</u>		
	Budget	Actual	Total	Actual YTD	Projected	Committed	Agreed	EMR	Carried Forward
4000 Direct Salaries	154,582	116,540	0	0	0	0	0	0	0
4005 Casual Staff	20,000	49,262	20,000	33,913	39,500	0	20,000	0	0
4008 Training	2,500	332	2,500	560	2,500	0	1,500	0	0
4009 Clothing Costs	1,100	879	1,200	364	800	0	800	0	0
4011 Travel & Subsistence	400	19	400	0	0	0	0	0	0
4012 Recruitment	650	0	650	0	0	0	500	0	0
4050 Rates	8,000	8,015	8,100	8,256	8,100	0	8,150	0	0
4051 Water Rates	3,500	1,549	3,000	2,356	1,800	0	1,800	0	0
4052 Electricity	10,000	14,286	13,000	11,798	11,000	0	12,000	0	0
4053 Gas	3,500	1,895	2,000	2,594	1,750	0	2,000	0	0
4055 Cleaning	2,400	4,175	3,500	2,761	2,259	0	2,700	0	0
4056 Alarm Maintenance	1,500	1,980	2,000	1,734	2,000	0	2,000	0	0
4057 Window Cleaning	250	150	250	150	150	0	150	0	0
4058 Trade Waste	2,000	1,150	1,500	1,186	1,500	0	1,300	0	0
4059 Laundry	1,700	667	1,200	203	250	0	800	0	0
4065 Repairs & Maintenance	2,500	6,771	2,500	4,243	3,750	0	2,500	0	0
4066 Tools & Equipment	6,000	6,220	3,000	2,238	2,217	0	1,000	0	0
4067 Furniture & Fittings	1,500	374	1,000	0	0	0	1,000	0	0
4068 Structure	800	0	800	0	0	0	800	0	0
4069 Pest Control	250	267	300	272	272	0	300	0	0
4070 Crockery,Cutlery etc	1,000	0	500	0	100	0	250	0	0
4071 Health & Safety - Fire	250	282	250	164	300	0	300	0	0
4072 Health & Safety First Aid	200	64	200	0	50	0	50	0	0
4073 Health and Safety	2,580	1,402	2,600	19	1,000	0	1,500	0	0

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Annual Budget - By Centre

Note: ITEM 11 ATTACHMENT D 2018/19 Interim Outturn Position

	<u>Last Year</u>		<u>Current Year</u>				<u>Next Year</u>		
	Budget	Actual	Total	Actual YTD	Projected	Committed	Agreed	EMR	Carried Forward
4075 Advertising	5,000	8,681	0	0	0	0	0	0	0
4076 Marketing & Promotion	2,500	8,028	15,000	2,992	2,562	0	0	0	0
4077 Licences	2,000	3,045	2,000	6,308	4,500	0	3,000	0	0
4079 Security	500	179	500	0	200	0	500	0	0
4100 Telephones	3,200	3,103	3,200	3,499	3,200	0	3,200	0	0
4101 Mobile Phones	0	0	1,000	148	100	0	0	0	0
4102 Stationery	2,000	753	1,500	817	1,137	0	1,000	0	0
4104 Postage	800	2,175	1,500	229	236	0	1,000	0	0
4105 Photocopying	1,200	919	1,200	570	389	0	1,000	0	0
4114 Refreshments	0	6	0	26	0	0	0	0	0
4115 Hospitality	0	9	0	0	0	0	0	0	0
4120 IT - Antivirus	100	180	180	0	100	0	100	0	0
4121 IT - Website Support	200	0	200	0	500	0	500	0	0
4123 IT - Support & Maintenance	3,000	2,559	3,000	917	700	0	1,500	0	0
4125 IT - Software	200	548	500	284	600	0	600	0	0
4425 Technical Support	2,500	4,255	2,500	1,703	1,940	0	3,500	0	0
4650 Events - Civic Hall	15,000	43,996	0	25,179	25,160	0	0	0	0
4651 Events - Externally Organised	0	4	0	0	0	0	0	0	0
4652 Civic Hall Performers	11,200	12,714	10,000	12,641	12,641	0	0	0	0
4653 Summer Stage School	5,500	0	0	0	0	0	0	0	0
4654 Purchases for weddings/parties	0	1,865	0	616	616	0	500	0	0
4700 Ticket Sales Paid Over	0	71,709	0	50,396	34,700	0	0	0	0
4750 Resale Items	0	662	500	0	0	0	250	0	0
4751 Technical supp-rechargeable	0	715	1,000	362	130	0	1,000	0	0

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Annual Budget - By Centre

Note: ITEM 11 ATTACHMENT D 2018/19 Interim Outturn Position

	<u>Last Year</u>		<u>Current Year</u>			<u>Next Year</u>			
	Budget	Actual	Total	Actual YTD	Projected	Committed	Agreed	EMR	Carried Forward
4752 Purchases weddings etc- rech	0	3,031	0	4,443	4,500	0	3,000	0	0
4998 Transaction Fees	1,100	3,286	2,000	2,531	2,500	0	1,000	0	0
Overhead Expenditure	283,162	388,699	116,230	186,473	175,709	0	83,050	0	0
Movement to/(from) Gen Reserve	(164,552)	(203,444)	(14,805)	(62,758)	(75,171)		(16,740)		
505 Coffee Shop									
1200 Hot Drinks	1,500	214	0	60	60	0	0	0	0
1205 Cold Drinks	100	0	0	0	0	0	0	0	0
1210 Food sales	1,500	0	0	0	0	0	0	0	0
1220 Coffee Shop	30,000	36,320	0	2,629	2,629	0	0	0	0
Total Income	33,100	36,534	0	2,689	2,689	0	0	0	0
4000 Direct Salaries	34,525	37,258	0	5,251	5,251	0	0	0	0
4008 Training	100	0	0	0	0	0	0	0	0
4009 Clothing Costs	200	98	0	0	0	0	0	0	0
4055 Cleaning	100	0	0	0	0	0	0	0	0
4065 Repairs & Maintenance	250	149	0	0	0	0	0	0	0
4066 Tools & Equipment	500	113	0	0	0	0	0	0	0
4070 Crockery,Cutlery etc	0	50	0	0	0	0	0	0	0
4075 Advertising	600	0	0	0	0	0	0	0	0
4550 Coffee Shop-Drinks (Hot)	1,700	0	0	0	0	0	0	0	0
4555 Coffee Shop-Drinks (Cold)	1,800	0	0	0	0	0	0	0	0
4560 Coffee Shop-Food	10,000	13,646	0	1,255	1,255	0	0	0	0
4602 Bar - Stocktaking Costs	100	585	0	100	100	0	0	0	0

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Note: ITEM 11 ATTACHMENT D 2018/19 Interim Outturn Position

	<u>Last Year</u>		<u>Current Year</u>			<u>Next Year</u>			
	Budget	Actual	Total	Actual YTD	Projected	Committed	Agreed	EMR	Carried Forward
4625 Coffee Shop supplies	700	372	0	0	0	0	0	0	0
Overhead Expenditure	50,575	52,270	0	6,606	6,606	0	0	0	0
Movement to/(from) Gen Reserve	(17,475)	(15,736)	0	(3,917)	(3,917)		0		
510 Civic Hall Bar									
1020 Bar Takings	48,000	63,905	65,000	35,777	31,000	0	45,000	0	0
1210 Food sales	0	0	0	1,274	1,463	0	1,000	0	0
Total Income	48,000	63,905	65,000	37,051	32,463	0	46,000	0	0
4009 Clothing Costs	150	110	200	6	100	0	0	0	0
4066 Tools & Equipment	450	80	250	0	0	0	0	0	0
4070 Crockery, Cutlery etc	500	0	500	0	0	0	0	0	0
4102 Stationery	100	0	0	0	0	0	0	0	0
4560 Coffee Shop-Food	0	0	0	734	917	0	750	0	0
4600 Bar Stock	18,500	28,360	27,000	16,653	17,000	0	28,500	0	0
4601 Bar Supplies - Sundry Items	3,500	288	400	219	210	0	400	0	0
4602 Bar - Stocktaking Costs	650	943	900	900	900	0	950	0	0
4603 Bar - gas	800	288	400	411	385	0	300	0	0
Overhead Expenditure	24,650	30,068	29,650	18,923	19,512	0	30,900	0	0
Movement to/(from) Gen Reserve	23,350	33,837	35,350	18,128	12,951		15,100		
520 Loan Charges									
4996 PWLB Loan - Principal	20,000	20,000	40,000	29,500	40,000	0	40,000	0	0
4997 PWLB Loan - Interest	3,990	3,534	7,980	5,064	7,980	0	7,980	0	0

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Stanley Town Council 2018-19
Annual Budget - By Centre

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	<u>Last Year</u>		<u>Current Year</u>			<u>Next Year</u>			
	Budget	Actual	Total	Actual YTD	Projected	Committed	Agreed	EMR	Carried Forward
Overhead Expenditure	23,990	23,534	47,980	34,564	47,980	0	47,980	0	0
Movement to/(from) Gen Reserve	(23,990)	(23,534)	(47,980)	(34,564)	(47,980)		(47,980)		
<u>Loan Costs</u>									
1100 Loan	0	0	0	190,000	190,000	0	0	0	0
Total Income	0	0	0	190,000	190,000	0	0	0	0
4156 Civic Hall - Structure	0	30,977	0	0	0	0	0	0	0
4160 Civic Hall - Equipment	0	7,082	0	23,315	0	0	0	0	0
4162 St Josephs House	0	0	0	190,000	190,000	0	0	0	0
Overhead Expenditure	0	38,059	0	213,315	190,000	0	0	0	0
Movement to/(from) Gen Reserve	0	(38,059)	0	(23,315)	0		0		
Total Budget Income	988,586	1,074,411	991,313	1,179,672	1,149,228	0	957,700	0	0
Expenditure	1,018,801	1,095,021	991,313	1,196,448	1,149,228	0	957,700	0	0
Movement to/(from) Gen Reserve	(30,215)	(20,610)	0	(16,775)	0		0		



Constitution and Committee Terms of Reference

1. INTRODUCTION

- 1.1 Local Councils are not required by law to adopt a constitution. However, many councils recognise that it is a valuable document which helps everyone understand how they are set up, how they make decisions, how they are financed, how they are governed, the roles of members and officers and what services they provide to the community.

- 1.2 Stanley Town Council has decided to adopt a Constitution for the reasons outlined above. It is a living document, which is regularly reviewed and confirmed at each Annual General Meeting. It contains details of who or what body, within the Council, can make various decisions. It contains procedural rules which apply to the conduct of meetings of the Full Council and its Committees (Standing Orders). It also contains guidance to ensure the sound management of the Council's financial affairs and rules that apply to the letting of contracts for the ordering of goods, works and services (Financial Regulations; Standing Orders Relating to Contracts). In addition, it includes a number of other policies and procedures which assist in the efficient management of the Council.

2. BACKGROUND - GENERAL

- 2.1 In County Durham there is only one principal authority, Durham County Council, which is responsible for all major services, including Education, Housing, Social Services, Highways, Planning, Refuse Collection etc. The Council was created on 1 April 2009 following the abolition of seven existing District Councils. Full details of County Council services are provided on their website.

- 2.2 In addition to the County Council there are over 150 parish and town councils, which are the first tier of local government. Like all Councils, they are created by statute and may provide a range of services primarily aimed at improving amenity in the areas they serve. However, the Localism Act 2011 introduced a

general power of competence for certain qualifying councils. There are very few legal duties on local councils but they have a wide range of powers, and details are provided in Appendix 1.

3. HOW THE COUNCIL IS FUNDED

3.1 How the Town Council is funded

Local Councils are funded primarily from Council tax contributions made by local residents. They also at present receive a grant from Durham County Council under the Local Council Tax Reduction Scheme (which was implemented when Council Tax benefit was abolished in 2012 to make up the shortfall in revenue). The size of the grant from Durham County Council is reducing over time and must be expected to disappear completely in the future. The Town Council receives no contributions from Business Rates.

3.2 The Parish Precept

The name given to the Council tax which is collected for the Town Council is the 'precept'. The Town Council calculates its budgetary requirement in January each year and issues a 'demand' (this is a legal term, it's not an actual demand) to the County Council to collect the required amount of Council Tax from residents to raise the required budget.

3.3 How is the precept calculated?

In December each year, the County Council advises each Town and Parish Council what their 'tax base' is. The tax base is a figure that is calculated by taking the total number of properties in the area which are liable to pay Council tax and converting them to a number of 'Band D' equivalents. This is done using a formula which expresses each band in ninths. For example, a Band A property is 6/9 of a Band D, a 'Band D' property is 9/9 and a band H property is 18/9. The total budget requirement of the Town Council is then divided by the tax base to give the cost per 'Band D' property.

3.4 The Civic Hall generates income in the form of hire charges, ticket, merchandising and bar sales arising from bookings at the Hall.

3.5 The Town Council receives no grant of any sort from Central Government.

6. THE COUNCIL

6.1 The Council comprises twenty Councillors who are elected in May every four years by the electors of the town council area. Councillors have an over-riding duty to the whole community, but have a special duty to the residents of the Ward that they represent.

6.2 The Council area is made up of seven Wards, each electing a number of Councillors as follows:

Annfield Plain Ward	3 Councillors
Catchgate Ward	2 Councillors
Craghead & South Stanley Ward	2 Councillors
Havannah Ward	3 Councillors
Stanley Hall Ward	4 Councillors
South Moor Ward	3 Councillors
Tanfield Ward	3 Councillors

6.3 The Council is committed to making a positive difference to the local community that it represents. It aims to be a modern, forward-thinking and effective local decision maker, and acts as a focus - a “sounding board” - for local opinion providing a way to get things done which best suits the needs of the local community. It does this by recognising it can’t do everything itself, and works with other agencies (such as the Police), local voluntary organisations and other tiers of government with the aim of improving local services and amenities. This may include the Council providing services and taking a stake in land/or property assets.

6.4 Only the full Town Council has authority to make decisions on behalf of the residents of Stanley. It can, however, delegate some decisions to Committees, Sub-Committees and the “Proper Officer” (the Town Clerk) to enable it to operate more effectively.

7. HOW THE COUNCIL OPERATES

7.1 Under Schedule 12, Part II of the Local Government Act 1972 the Council must hold an Annual Meeting, an elector's meeting and at least three other meetings in any year. A Chairman (who in Stanley is known as the Town Mayor) of the Council must be elected at each Annual Meeting and serves for a period of one year until the next Annual Meeting. The Town Mayor, if present, must preside at all meetings of the Full Council or, in his/her absence, the Deputy Town Mayor will preside.

7.2 The Council itself can make all of the policy and other decisions within the powers given to local councils by statute. However, under Section 101 (1) of the Local Government Act 1972, it can also establish Committees and Sub-Committees to make decisions on issues specifically delegated by the Council, or only to make recommendations on these issues, or a combination of both. Chairs of any Committee established are also elected at the Annual General Meeting, although the Chair of any Sub-Committee or Working Group is elected by that particular body.

7.3 The following matters cannot be delegated to a Committee, Sub-Committee or Officer of the Council:

- The borrowing of money.
- The setting of a precept.
- The disposal of land, other than lettings for two years or less.
- The introduction of new major policy or a material change in the Council's established policy.
- The making of bye-laws.
- The purchase of land not provided for, or at a cost in excess of a sum previously allowed for.

7.4 Stanley Town Council has one standing Committee to make decisions and recommendations regarding the policies and services it provides. Details of the scheme of delegation are given in Appendix 2 below. The current Committee is called the Finance & General Purposes Committee.

The Town Council is a statutory consultee on Planning Matters. Any Planning matters which two or more members wish to be discussed by the Council can be dealt with by the Full Council or the Finance & General Purposes Committee.

7.5 The Council, or its Committees, may appoint sub-committees or working groups to consider issues delegated to them by the parent committee.

7.6 The Council meets on the 4th Tuesday of every month (excluding August and December) and its Committees meet in accordance with the agreed Schedule of Meetings. Meetings are open to the public and press, although there may be occasions when matters need to be discussed in private and the press and public will be excluded.

7.7 The Council is required by law to appoint a "Proper Officer" and a "Responsible Financial Officer". It has the power to appoint any additional staff required to deliver its programme. Stanley Town Council employs a Town Clerk who fulfils the role of both Proper Officer and Responsible Financial Officer.

7.8 Officers are employed to deliver the Council's services in line with the policies and direction determined by the Members at meetings of the Council and its Committees. They advise Members on policy issues and the statutory requirements the Council has to meet. In addition, the Town Clerk, as Proper Officer, is by law required to undertake certain functions, both administratively and financially, detailed in **Appendix 4**.

8. Role of Members and Officers

8.1 To ensure good governance and the effective running of the Council it is important to understand the respective roles of Members and officers. They are both servants of the public, and they are indispensable to one another, but their responsibilities are distinct.

8.2 Members are responsible to the electorate and serve only so long as their term of office lasts. Officers are responsible to the Council as a corporate body. Their role is to give advice to both individual Members and to the Full Council, and to carry out the Council's work under the direction and control of the Council and its relevant Committees. It is also the role of the Proper Officer to ensure the Council does not do anything which it does not have the legal power to do.

8.3 Mutual trust and respect between Members and officers is essential.

Members

8.4 Elected members have four main areas of responsibility:

- (i) To determine council policy and provide community leadership;
- (ii) To monitor and review council performance in delivering services;
- (iii) To represent the Council externally; and
- (iv) To act as advocates for their constituents.

8.5 In more detail, a Member should be concerned with most or all of the following:

- (i) To be involved actively and constructively in the governance of the Town;
- (ii) To participate fully in the formation and scrutiny of the Town Council's strategies, policies, budgets and service delivery, including the Medium Term Plan;
- (iii) To ensure, with other Members, that the Town Council is properly managed;
- (iv) To keep up to date with significant developments affecting local councils;
- (v) To be accessible to the electorate of the ward for which the Member is elected, to represent their views and to be receptive to complaints, questions and suggestions;
- (vi) To represent the whole electorate and reflect their views in considering Council policies and actions;
- (vii) To attend Council meetings;
- (viii) To adequately prepare for Council meetings by reading reports and being properly informed on the matters to be discussed;
- (ix) To take part in meetings, form a view on what is best for the community and then abide by majority decisions taken;
- (x) To represent the Council on outside bodies;
- (xi) To abide by the Council's Code of Conduct.

8.6 All Members have the same rights and obligations in their relationship with the Town Clerk and other officers, regardless of their status or political party and must be treated equally, subject to section 9 below.

8.7 Individual Members:

- (i) **must not** involve themselves in the day to day running of the Council. This is the Town Clerk's responsibility, and he/she will be acting on instructions from the Council or its Committees, within an agreed job description;
- (ii) **do not have and cannot be given** any powers to make decisions on behalf of the Council, including decisions which result in financial commitments for the Council. This includes the Leader and the Town Mayor although he/she does have personal responsibilities in connection with the running of formal meetings (see also **Appendix 3**).

8.8 All decisions taken by Councillors should be in the best interests of the people of the Stanley Town Council area.

Officers

8.9 In general, it is the role of officers to provide information and advice to Members, and to implement policies agreed by the Council. The Town Clerk has the senior role in ensuring that Council decisions are implemented and the operation of the Council is effectively managed. His/her duties are wide and varied, some of which are statutory, and cover financial, legal, secretarial and administrative functions, as well as managing other officers. (see also **Appendix 4**).

8.10 Other officers carry out duties as detailed in their job descriptions.

8.11 In giving advice to Members, and in preparing and presenting reports, it is the responsibility of an officer to express his/her professional views and to make recommendations where appropriate. An officer may reflect on the views of individual Members on an issue, but the recommendations should be the officer's own. If a Member wishes to express a different view they must not pressurise the officer to make a recommendation contrary to the officer's view.

9. Political Groups

9.1 The legal framework of Town and Parish Councils is such that only the Full Council has the authority to make decisions. However, Stanley Town Council recognises that the vast majority of Councillors who have been elected since the Council's formation have been members of a political party. As such, if there is a political group on the Council which comprises more than three members, the group may, upon service on the Town Clerk a notice signed by all members of the group confirming their intention to do so, appoint a Leader.

9.2 The role of the group Leader is to act as the conduit between the recognised political group and the Town Clerk in agreeing business to be put forward to the agendas of Council and its Committees and to act as a spokesperson for the group in relation to political matters.

- 9.3 Where a political group has a majority on the Town Council, the Leader of that political group may use the style "Leader of Stanley Town Council"
- 9.4 The role of Leader is separate and distinct from the Town Mayor, which is a non-political, civic and administrative role. The two positions may not be concurrently held by the same member of Council.
- 9.5 The Leader will have responsibility for the day to day line management of the Town Clerk. If the Council has not appointed a Leader, the Town Mayor will perform this role.

10. The Town Mayor

- 10.1 At the Annual General Meeting held on 16th May 2017, the Council resolved to adopt the style of Town Mayor and Deputy Town Mayor for the Chairman and Vice Chairman respectively.
- 10.2 The role of Town Mayor, as described by the Local Government Association's publication "Preparing for the role of Civic Mayor", is:

"The mayor is often seen as a symbol of an open society because the role is no longer restricted to an elite group within the population. The 'first citizen', as they are sometimes known, can come from any class, gender or ethnic background and has a key democratic role to play. After being chosen and appointed by fellow councillors, he or she must act as a politically impartial chairman of the council, making sure that proper conduct takes place in the council chamber during meetings. The civic mayor also has a duty and privilege to support local initiatives aimed at providing benefit to the council area and its diverse communities. In this role, the mayor can speak and act in multiple capacities, as ambassador, facilitator, promoter and encourager. This may involve highlighting relevant causes and helping members of the local community to receive the recognition they deserve. However, it is probably the mayor's ceremonial role that most people are familiar with. Mayors are frequently invited to attend events in the community, such as openings and fundraising events organised by voluntary and charitable organisations. Fundraising events may also be held for charities that are chosen by the new mayor at the start of the civic year."

11. Governance Documents

- 11.1 The Council has a number of documents which establish the framework in which the Council discharges its duties and powers. They are the internal rules, practical arrangements and processes which are essential to those who form and work for the Council. Members and officers should be able to demonstrate compliance with the governance documents in relation to all activities, decisions and decision making processes.

11.2 The governance documents are:

- The Constitution, including the Scheme of Delegation
- Standing Orders
- Financial Regulations
- Member Code of Conduct
- Budget
- Publications Scheme
- Complaints Procedure
- Gifts and Hospitality Policy
- Member/Officer Relations Policy
- Bullying and Harassment Policy
- Grants Policy
- Whistleblowing Policy
- Anti-Fraud and Corruption Policy
- Child and Vulnerable Adult Protection Policy
- Health and Safety Policy
- Risk Management Strategy
- Media Policy, including Social Media
- Business Continuity Policy
- Data Protection Policy

11.3 Not all of these documents are currently in place and there may be others added to the list as time progresses. It is not the purpose of this part of the Constitution to repeat the content of these documents. However, they will be available from the Town Council when complete.

11.4 The documents will be kept under regular review and any amendments must be approved by the Full Council.

APPENDIX 1

LIST OF PARISH COUNCIL POWERS

Function	Powers & Duties	Statutory Provisions
Allotments	Duty to provide allotments. Power to improve and adapt land for allotments, and to let grazing rights	Small Holding & Allotments Act 1908, ss. 23, 26, and 42
Baths and washhouses	Power to provide public baths and washhouses	Public Health Act 1936, ss. 221, 222, 223 and 227
Burial grounds, cemeteries and crematoria	Power to acquire and maintain Power to provide Power to agree to maintain monuments and memorials Power to contribute towards expenses of cemeteries	Open Spaces Act 1906, Ss 9 and 10; Local Government Act 1972, s. 214; Parish Councils and Burial Authorities (Miscellaneous Provisions) Act 1970, s. 1 Local Government Act 1972, s. 214(6)
Bus shelters	Power to provide and maintain shelters	Local Government (Miscellaneous Provision) Act 1953, s. 4
Bye-laws	Power to make bye-laws in regard to pleasure grounds Cycle parks Baths and washhouses Open spaces and burial grounds Mortuaries and post-mortem rooms	Public Health Act 1875, s. 164 Road Traffic Regulation Act 1984, s. 57(7) Public Health Act 1936, s.223 Open Spaces Act 1906, s.15 Public Health Act 1936, s.198
Clocks	Power to provide public clocks	Parish Councils Act 1957, s.2
Closed churchyards	Powers as to maintenance	Local Government Act 1972, s.215
Common pastures	Powers in relation to providing common pasture	Smallholdings and Allotments Act 1908, s.34

Conference facilities	Power to provide and encourage the use of facilities	Local Government Act 1972, s.144
Community centres	Power to provide and equip buildings for use of clubs having athletic, social or recreational objectives	Local Government (Miscellaneous Provisions) Act 1976 s.19
Crime prevention	Powers to install and maintain equipment and establish and maintain a scheme for detection or prevention of crime	Local Government and Rating Act 1997, s.31
	Power to contribute to police services e.g. PCSOs	Police Act 1996, s.92
	Duty on Parish Councils to consider crime reduction in every policy and action	s17 Crime and Disorder Act 1998 (as amended)
Drainage	Power to deal with ponds and ditches	Public Health Act 1936, s.260
Dogs	Power to make a Dog Control Order Power to take enforcement action against those who commit an offence against a Dog Control Order	Cleaner Neighbourhoods and Environment Act 2005
Entertainment and the arts	Provision of entertainment and support of the arts	Local Government Act 1972, s.145
Flyposting and Graffiti	Power to take enforcement action against those that flypost or graffiti	Cleaner Neighbourhoods and Environment Act 2005
Gifts	Power to accept	Local Government Act 1972, s.139

Highways	<p>Power to maintain footpaths and bridle-ways</p> <p>Power to light roads and public places</p> <p>Provision of litter bins</p> <p>Powers to provide parking places for bicycles and motor-cycles, and other vehicles</p> <p>Power to enter into agreement as to dedication and widening</p> <p>Power to provide roadside seats and shelters</p> <p>Consent of parish council required for ending maintenance of highway at public expense, or for stopping up or diversion of highway</p> <p>Power to complain to highway authority as to unlawful stopping up or obstruction of highway or unlawful encroachment on roadside wastes</p> <p>Power to provide traffic signs and other objects or devices warning of danger</p> <p>Power to plant trees and lay out grass verges etc. and to maintain them</p>	<p>Highways Act 1980, ss.43,50</p> <p>Parish Councils Act 1957, s.3;</p> <p>Highways Act 1980, s.301</p> <p>Litter Act 1983, ss.5,6</p> <p>Road Traffic Regulation Act 1984, ss.57,63</p> <p>Highways Act 1980, ss.30,72</p> <p>Parish Councils Act 1957, s.1</p> <p>Highways Act 1980, ss.47,116</p> <p>Highways Act 1980, s.130</p> <p>Road Traffic Regulation Act 1984, s.72</p> <p>Highways Act 1980, s.96</p>
Investments	<p>Power to participate in schemes of collective investment</p>	<p>Trustee Investments Act 1961, s.11</p>
Land	<p>Power to acquire by agreement, to appropriate, to dispose of</p> <p>Power to accept gifts of land</p>	<p>Local Government Act 1972, ss.124, 126, 127</p> <p>Local Government Act 1972, s.139</p>
Litter	<p>Provision of receptacles</p> <p>Power to take enforcement action against those that litter</p>	<p>Litter Act 1983, ss.5,6</p> <p>Cleaner Neighbourhoods and Environment Act 2005</p>
Lotteries	<p>Powers to promote</p>	<p>Lotteries and Amusements Act 1976, s.7</p>
Mortuaries and post mortem rooms	<p>Powers to provide mortuaries and post mortem rooms</p>	<p>Public Health Act 1936, s.198</p>

Open spaces	Power to acquire land and maintain	Public Health Act 1875, s.164 Open Spaces Act 1906, ss.9 and 10
Parish documents	Powers to direct as to their custody	Local Government Act 1972, s.226
Telecommunications facilities	Power to pay public telecommunications operators any loss sustained providing telecommunication facilities	Telecommunications Act 1984, s.97
Public buildings and village hall	Power to provide buildings for public meetings and assemblies	Local Government Act 1972, s.133
Public conveniences	Power to provide	Public Health Act 1936, s.87
Sustainable communities	Able to be represented on a panel of representatives to be consulted on proposals that would contribute to sustainable communities	Sustainable Communities Act 2007
Town and country planning	Right to be notified of planning applications	Town and Country Planning Act 1990, Sched.1, para. 8
Tourism	Power to encourage visitors and provide conference and other facilities	Local Government Act 1972, s.144
Traffic calming	Powers to contribute financially to traffic calming schemes	Highways Act 1980, s.274A
Transport	Powers in relation to car-sharing schemes, taxi fare concessions and information about transport Powers to make grants for bus services	Local Government and Rating Act 1997, s.26, 28 and 29 Transport Act 1985, s.106A

War memorials	Power to maintain, repair, protect and alter war memorials	War Memorials (Local Authorities' Powers) Act 1923, s.1; as extended by Local Government Act 1948, s. 133
Water supply	Power to utilise well, spring or stream and to provide facilities for obtaining water from them	Public Health Act 1936, s.125
Well-Being	Power to well-being of the area (for eligible councils)	s2 and 4 of the Local Government Act 2000

APPENDIX 2

COMMITTEE STRUCTURE AND SCHEME OF COMMITTEE DELEGATION

1. **All Committees have the power to act immediately on all delegated decisions reached without waiting for endorsement by the full Council.** However, a Committee considering an item of business which they have a delegated power to make decision on may refer that item to Full Council for decision by resolution if they wish.
2. The Town Mayor and Deputy Town Mayor shall be ex-officio members of any standing Committees
3. **Planning Committee**
 - PC1 The Planning Committee (a Standing Committee) shall comprise all members of the Council.
 - PC2 The Committee shall meet at the discretion of the Chair of the Committee who shall be Town Mayor. In addition, any two members of the Committee (Full Council) may convene a meeting of the Committee if the Chairman does not or refuses to within 7 days of a written request for a meeting to be called.
 - PC3 The quorum shall be six Members.
 - PC4 The Committee is delegated with authority to pursue the following role and functions:
 - (i) To formulate the Council's policies and case specific position relating to land use;
 - (ii) To exercise the Council's legal right to act as a statutory consultee in the planning process;
 - (iii) To make representations to the Local Planning Authority on any application referred to the Council and on any other planning matter that affects the Parish;
 - (iv) To consider and respond to any strategic planning proposals by the principal authority;
 - (v) To comment on highways/footways issues that affect the Parish;
 - (vi) To submit to the Finance and Governance Committee bids for funds as part of the annual budget process;
 - (vii) To lead the Neighbourhood planning process on behalf of Council, including the establishment and oversight of any steering groups that may be required.

- (viii) To administer an agreed, delegated budget for the pursuit of the above activities, subject to compliance with Financial Regulations and Standing Orders.

4. Finance and General Purposes Committee

- FG1 The Finance and General Purposes Committee (a Standing Committee) shall comprise all elected members of the Council.
- FG2 The Committee shall meet a minimum of five times a year and otherwise as required at the discretion of the Chair of the Committee. In addition, any two members of the Committee may convene a meeting of the Committee if the Chairman does not or refuses to within 7 days of a written request for a meeting to be called.
- FG3 The quorum shall be six Members.
- FG4 The Committee is delegated the authority to pursue the following role and functions:

4.1 Finance

- (i) To make recommendations to the Council on the annual budget and precept (consistent with the Council's agreed priorities and policies);
- (ii) To receive from sub-committees and working groups, and to collate prior to the submission to the Council, all bids for financial provision to be included in the annual revenue and capital budget relating to the work of the Committee;
- (iii) To formulate and present to the Council recommendations for annual expenditure and income;
- (iv) To oversee the Council's financial performance through the review of budget monitoring reports;
- (v) To oversee the Council's Accounts;
- (vi) To oversee and control borrowing by the Council and the investment of funds within the Council's control;
- (vii) To make recommendations to the Council on the capital programme, its content, phasing and monitoring;
- (viii) To execute and carry out, in the name and on behalf of the Council, all resolutions and instructions from time to time given with reference to finances and accounts;
- (ix) To have the direction and control of insurance in respect of the Council's property, members, and employees;
- (x) To provide efficient financial services and advice for the benefit of the Council;

- (xi) To monitor and make recommendations in relation to the process for applying for grant funding to support the Council's activities;
- (xii) To regularly review the Council's treasury management activities;
- (xiii) To review proposed amendments to Financial Regulations before submission to the Council for approval;
- (xiv) To periodically review risk;
- (xv) To monitor and approve payments;
- (xvi) To receive and respond to internal and external audit reports;
- (xvii) To administer an agreed, delegated budget for the pursuit of the above activities, subject to compliance with Financial Regulations and Standing Orders.
- (xviii) The Committee may hear a request for the award of a community use in the Civic Hall and may grant a request if it would be inexpedient to defer the request to the next meeting of the Full Council and if there is sufficient allocated in the relevant revenue budget.

4.2 **Staffing**

- (i) To consider issues concerning the employment and salaries, terms and conditions of all staff and make recommendations to full Council;
- (ii) To consider issues concerning Council personnel policy and make recommendations to full Council;
- (iii) To review the staffing structure and levels and make recommendations to full Council;
- (iv) To review health and safety at work for all Council employees.
- (v) To ensure the Council complies with all legislative requirements relating to the employment of staff;
- (vi) To interview staff for appointments to the posts of Town Clerk and the Management Team, and make recommendations to full Council;
- (vii) To keep under review a system for regular staff appraisals;
- (viii) To review and make recommendations on all aspects of communication involving the Council, with the aim of ensuring that the community is aware of the aims, policies and activities of the Council;
- (ix) To have responsibility for setting the appraisal objectives of the Town Clerk

4.3 **Communications**

- (i) To review and make recommendations on how information is to be circulated to all interested groups regarding the Council's activities;

- (ii) To review and make recommendations on how the Council may encourage feedback from the community to inform it on the need for policy changes and development;
- (iii) To review and develop initiatives to improve communications within the Council;
- (iv) To develop and review policies for dealing with the media;
- (v) To monitor and review the policy for the use of social media as a means of communicating with the community;
- (vi) To oversee the effectiveness of the Council's websites;

4.4 **Events & Entertainment**

- (i) To consider the options for delivering and/or supporting events in the communities of Stanley which may further the overall objectives of the Council;
- (ii) To oversee the operation, development and promotion of the Civic Hall;

4.5 **Community Safety**

- (i) To keep under review the safety of the community within the Town Council area, and make recommendations to the Council on any matters involving community safety;
- (ii) To consider and develop initiatives involving the Council's partners aimed at reducing crime and helping make the community feel more secure;
- (iii) To review the issue of anti-social behaviour, particularly among the youth of the community, and consider how this may be addressed;
- (iv) To monitor and review arrangements relating to environmental issues, such as dog fouling, litter etc., with a view to developing initiatives to address the situation;
- (v) To monitor the performance of any environmental improvement contracts and make recommendations to Council to improve their effectiveness
- (vi) To consider and make recommendations on how the community may be educated and informed on issues concerning the environment, crime and community safety;
- (vii) To create an effective partnership with other agencies involved in matters relating to the remit of the Committee;

Grievance Panel

5. The Grievance Panel is set up as part of the Council's Grievance Process. It will meet as and when required to hear grievances from officers of the Council. The

Panel shall comprise three members who have undergone the necessary training in handling grievance matters. Members selected for the Panel will have had no direct involvement in any issue to be heard by the Panel. The Panel will make recommendations on how the grievance may be resolved.

Disciplinary Panel

6. The Disciplinary Panel is set up as part of the Council's Disciplinary Procedure. It will meet as and when required to hear reports prepared by an appropriate officer or other approved person following a disciplinary investigation, together with the response from the Council officer concerned. The Panel shall comprise three members who have undergone the necessary training in handling disciplinary matters. Members selected for the Panel will have had no direct involvement in any issue to be heard by the Panel. The Panel will be required to make a decision as to what disciplinary action, if any, should be taken as a result of the hearing.

Appeals Panel

7. The Appeals Panel is set up as part of the Council's Disciplinary Procedure. It will meet as and when required to hear appeals by Council officers against any decision made by the Disciplinary Panel. The Panel shall comprise three members who have undergone the necessary training in handling disciplinary matters. Members selected for the Panel will have had no direct involvement in any issue to be heard by the Panel, or in the process prior to the hearing of the appeal. The decision of the Appeals Panel is final.

APPENDIX 3

ROLE AND RESPONSIBILITIES OF THE TOWN MAYOR

The main rules of law governing the role of the Town Mayor of a parish council are set out in the Local Government Act 1972, principally within Schedule 12, which sets out, for example:

- That the Town Mayor must preside at a meeting of the parish council if he or she is present; and
- That it is the person who presided at the meeting who has the responsibility to sign the minutes as a true record.

It is the duty of the Town Mayor:

“to preserve order, and to take care that the proceedings are conducted in a proper manner, and that the sense of the meeting is properly ascertained with regard to any question which is properly before the meeting”

National Dwellings Society v Sykes (1894)

It is the Town Mayor's responsibility:

- (a) To determine that the meeting is properly constituted and that a quorum is present;
- (b) To inform himself as to the business and objects of the meeting;
- (c) To preserve order in the conduct of those present;
- (d) To confine discussion within the scope of the meeting and reasonable limits to time;
- (e) To decide whether proposed motions and amendments are in order;
- (f) To formulate for discussion and decision questions which have been moved for the consideration of the meeting;
- (g) To decide points of order and other incidental questions which require decision at the time;
- (h) To ascertain the sense of the meeting by:
 - (i) Putting relevant questions to the meeting and taking the vote thereon (and if so minded giving a casting vote);
 - (ii) Declaring the result; and
 - (iii) Causing a ballot to be taken if duly demanded;
- (i) To approve the draft of the minutes or other record of proceedings (with the consent of the meeting);
- (j) To adjourn the meeting when circumstances justify or require that course; and
- (k) To declare the meeting closed when its business has been completed

“Knowles on Local Authority Meetings” (ICSA Publishing)

Voting

During the meeting, if a vote on a matter is tied, the Town Mayor, or other person presiding, has a second or casting vote.

The Town Mayor's term of office continues until the appointment of a successor, other than where the Town Mayor resigns or is disqualified. This continuity also applies when the Town Mayor has not been re-elected following local elections. In this case, the Town Mayor does not have a vote on the appointment of a successor but does have a casting vote in the event of equal votes.

Outside of the Meeting

The Town Mayor:

- Is the person to whom notice of resignation is given by other Councillors or the Town Clerk;
- May convene meetings of the Council (on proper notice to the Town Clerk);
- When attending ceremonial events, is the proper person to represent the parish;
- May receive an allowance to meet the expenses of his or her office.

Beyond that, the workings and decisions not taken by the Council or through the delegation scheme, by one of its Committees or Sub-committees are to be taken by the Town Clerk.

The Town Mayor may have an enhanced role, as functions may be delegated to the Town Clerk in consultation with the Town Mayor (or the Chair of a Committee). This means that the decision and the responsibility for it, remains with the Town Clerk (not the Town Mayor) but that he or she must first bring the matter to the attention of the Town Mayor and take into account the views of the Town Mayor in coming to his or her decision.

It is also likely to be the case that in the absence of a Council Leader, the Town Mayor will be the person whom the Town Clerk will approach;

- for information about the Council and the parish;
- to seek to informally discuss matters with and;
- to informally consult on decisions that are in the Town Clerk's remit to make or pass back to a formal meeting.

Correspondence to and from the Council will normally be dealt with by the Clerk, not by the Town Mayor.

APPENDIX 4

SCHEME OF OFFICER DELEGATION

TOWN CLERK

1. The Town Clerk shall be the Proper Officer in accordance with Section 112 of the Local Government Act 1972.
2. The Town Clerk shall be the Responsible Financial Officer in accordance with Section 151 of the Local Government Act 1972.
3. The Town Clerk is the Proper Officer for any purpose in respect of which a Proper Officer is mentioned in any statute.
4. As Proper Officer, the Town Clerk is specifically authorised to:
 - (i) Receive declarations of acceptance of office;
 - (ii) Receive and record notices disclosing pecuniary interests;
 - (iii) Receive and retain plans and documents;
 - (iv) Sign notices or other documents on behalf of the Council and arrange for legal deeds to be sealed and witnessed reference Standing Order 22
 - (v) Receive copies of bye-laws made by a Primary Local Authority;
 - (vi) Certify copies of bye-laws made by the Council;
 - (vii) Sign summonses to attend meetings of the Council.
5. In addition, the Town Clerk has the delegated authority to undertake the following matters on behalf of the Council:
 - (i) The day to day administration of services, facilities and assets together with routine inspection and control;
 - (ii) Day to day supervision and control of all staff employed by the Council in accordance with the Council's policies, procedures and budgets;
 - (iii) The authority to commence disciplinary investigations against staff, in consultation with the Leader of the Council and the Chair of the Finance & Governance Committee and subject to HR advice.
 - (iv) Where any investigations are commenced under 5 (iii) above, the matter must be reported to the next available meeting of the Finance & Governance Committee and all members notified that an investigation has been commenced.
 - (v) Authorisation of routine expenditure within agreed budgets;
 - (vi) Emergency expenditure because of an unforeseeable emergency involving immediate risk to persons, property or other assets or serious disruption to Council Services;
 - (vii) To institute, defend and appear in any legal proceedings authorised by the Council;

- (viii) To appear or make representation to any tribunal or public inquiry into any matter in which the Council has an interest (in its own right or on behalf of the citizens of Stanley);
 - (ix) To agree the terms of any lease, licence, conveyance or transfer;
 - (x) Variations of restrictive covenants of a routine nature;
 - (xi) The granting of easements, wayleave and licenses over Council land;
 - (xii) To respond to planning applications on behalf of the Council, where, due to timescales the Planning Committee is unable to comment, provided that the Town Clerk has consulted with the Chair and Vice-Chair of the Committee. All members will receive details of planning applications which are dealt with under this delegation and may make comments;
 - (xiii) To act as the Council's designated officer for the purpose of the Freedom of Information Act 2000;
 - (xiv) To arrange for interviews and appoint staff graded below the post of Civic Hall Manager to a vacant post in the staffing establishment where authority to recruit has been granted by Council;
 - (xv) To take editorial decisions in relation to digital and printed media issued by the Town Council in accordance with any policies agreed by Council;
 - (xvi) Actions taken under delegated authority by the Town Clerk shall be in accordance with Standing Orders, Financial Regulations, Contracts and Procurement and this Scheme of Delegation and with directions given by the Council from time to time.
6. The Town Clerk shall be the Responsible Financial Officer (RFO) to the Council under Section 151 of the Local Government Act 1972. The Town Clerk shall be the RFO for any purpose in which a Responsible Financial Officer is mentioned in any statute. The Town Clerk, as RFO, is specifically authorised:
- (iii) To determine the Council's accounting system and the form of the accounts and supporting accounting records;
 - (iv) To be responsible for the proper administration of the Council's financial affairs which includes reviewing the Council's Financial Regulations and submitting revisions to the Council for approval.

Item 13 ATTACHMENT F

STANLEY TOWN COUNCIL SCHEDULE OF MEETINGS 2019/20			
Tuesday	11th June 2019	Finance and General Purposes	Bamburgh
Tuesday	25th June 2019	Full Council	Bamburgh
Tuesday	9th July 2019	Finance and General Purposes	Bamburgh
Tuesday	23rd July 2019	Full Council	Bamburgh
Tuesday	10th September 2019	Finance and General Purposes	Lumley
Tuesday	24th September 2019	Full Council	Bamburgh
Tuesday	8th October 2019	Finance and General Purposes	Lumley
Tuesday	22nd October 2019	Full Council	Bamburgh
Tuesday	12th November 2019	Finance and General Purposes	Bamburgh
Tuesday	26th November 2019	Full Council	Bamburgh
Tuesday	10th December 2019	Finance and General Purposes	Bamburgh
Tuesday	21st January 2020	Full Council	
Tuesday	11th February 2020	Finance and General Purposes	
Tuesday	25th February 2020	Full Council	
Tuesday	10th March 2020	Finance and General Purposes	
Tuesday	17th March 2020	Town Meeting	
Tuesday	24th March 2020	Full Council	
Tuesday	14th April 2020	Finance and General Purposes	
Tuesday	28th April 2020	Full Council	
Tuesday	12th May 2020	Finance and General Purposes	
Tuesday	26th May 2020	Annual General Meeting	

FULL COUNCIL ACTIONS LOG						
Meeting Date	Minute Ref	Lead Officer	Agenda Item	Action	Notes	Est Completion Date
1	Champion the regeneration of Stanley and its villages by bringing back into use empty buildings and derelict land across the area					
27.11.18	178	Alan Shaw	Grant Funding	Establish Stanley Fund in partnership with CDCF	Fund launched at Town Meeting. Constitution agreed. STC nominations agreed for panel at Finance and General Purposes 13.04.19	April/May 2019
27.11.18	183	Alan Shaw	Strategic Grant Fund	Update STC Grant Fund Policy to reflect change to Strategic Grant Fund	Policy updated in conjunction with working with CDCF	April 2019
26.03.19	266	Alan Shaw	Road Safety Visor	Check progress with Road Safety Visor following funding application to STC & AAP	Working with DCC highways and Police to progress matter Cllr C Marshall to liases with DCC Highways	Ongoing
2	Tackle environmental crime and issues by reintroducing the wardens service across the area					
22.01.19	207	James Harper	Stanley In Bloom	In bloom project ongoing, progressing well, will be reviewed on completion with a view to entering again 2020	Project progressing well	May 2019
3	Develop new ways of engaging and working with young people ensuring there are a range of activities and facilities for them					
4	Develop a focused programme of good quality events					
24.07.18	76	Alan Shaw	Civic Hall	Media consultant engaged - Creo	Leaflet/promotion information under production	Revised May 2019
24.07.18	76	Alan Shaw	Civic Hall	Pantomine	No budget for 2019/20 Civic Hall Working Group to look at 2020/21	Ongoing

26.02.19	241	Alan Shaw	Events Working Group	Ensure a focused good quality programme of events 2019	Working with Alan Hillary Events on 2019 programme of events; - Play in the Park - arranged - Miners Sunday - on track - Armed Forces Day - in development - Christmas Event - to be discussed events meet 26/04	December 2019
5 Provide support for community facilities and Sports Clubs across the area						
6 Ensure the people of Stanley achieve good value for money by ensuring Stanley Town Council is managed effectively						
22.01.19	212	Alan Tubman	Staff Recruitment	Review JD and role of Finance Officer	Approved by Finance and General Purposes Committee 13.04.19	June 2019
22.01.19	208	Alan Shaw	Policy Working Group	Review all policies to ensure fit for purpose Utilise DCC Policies where appropriate	Working group looking at policies.	Ongoing
7 Introduce a living wage for all Town Council staff and contractors, making sure that people are paid a fair rate for the work they do						
8 Communicates effectively with residents of the area						
9 Investigate the feasibility of a Heritage Facility on Stanley Town Centre						
23.10.18	144	Alan Shaw	Heritage Plaque	Recognise Matthew Kirtley under the heritage plaque scheme	Plaque on order. James Harper to arrange installation	To be completed by 05.19
26.02.19	237 (i)	Alan Tubman/ James Harper	Recommendations of committee	Install South Moor Miners Banner in a case in Civic Hall stairwell	To contact potential case suppliers, to be installed for unveiling on Miners Sunday 25.08.19	(Target date 25.08.19)

Item 14 ATTACHMENT G

13.03.18	263	Alan Tubman	War Memorial	War memorials condition and programme of remembrance	All memorials checked for condition. Programme being established	Nov 2019
26.03.19	269	Alan Shaw	Louisa Morrison Memorial	Arrange an Interpretation/Heritage Board for Annfield Plain Park, to commemorate the Louisa Morrison Disaster	Cllr J Stephenson and Alan Shaw, in association with Jack Hair to research and commission a Notification Board to celebrate the heritage as well as	Nov 2019